



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1723 • Fax: (978) 264-3127

www.boxborough-ma.gov

Community Preservation Committee (CP Com) MINUTES

January 7, 2016 / 7:30PM / Sargent Memorial Library / 427 Mass Ave / Boxborough, MA 01719

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

John Neyland, Agricultural Com

Dennis Reip, Conservation Com

Alan Rohwer, Historical Com

Ron Vogel, Housing Board

MEMBERS ABSENT: Mitzi Garcia-Weil, Recreation Commission, John Rosamond, Finance Com

OTHERS (ex officio):

Susan Bak, Board of Selectmen

Adam Duchesneau, Town Planner

Selina Shaw, Town Administrator

HANDOUTS: Agenda; 12/9/15 CPC Minutes; Letter: Al Murphy, Chair Housing Board to CPC (1p); Email: Jennifer Barrett to Adam Duchesneau (2pp); Boxborough Rental Voucher Program *Supplemental Information* (4pp); Email: Mitzi Weil to Owen Neville

7:31pm Meeting called to order by chair Owen Neville.

MINUTES: Dennis Reip moved to approve the minutes of Dec. 9, 2015 and Hugh Fortmiller seconded to approve. **VOTE** unanimous to approve.

AGENDA

1. Possible items for February 24th Special Town Meeting (STM)

- a. Historic: Town Hall front steps which were approved at last Annual Town Meeting, (ATM), however, new Building Inspector Gerry Noel's recommendation is to wait until more information is available.
- b. Housing: Funding for the third year of housing assistance has just begun and questions arose at the last meeting about using CPA funds to provide these services through Regional Housing Services (RHS). Referencing the research done by the Housing Board, and, the Town Accountant (see Al Murphy's letter and Jennifer Barrett, Town Accountant's email), CPA funds cannot be directly used to support non-CPA housing, however, CPA funds can be transferred the Affordable Housing Trust at Town Meeting according to the Division of Local Services (DLS) Law Department. The issue arose in discussion of funding for RHS which was created by the Metro West Collaborative Development through a regional Inter Municipal Agreement (IMA). RHS provides public housing oversight and management.
 - i. Based on Rita Grossman's question about CPA fund monitoring, Al Murphy clarified that any CPA monies transferred to the Housing Trust used to pay for RHS services for Year 4 would be done so with a Grant Agreement with CPCOM.
 - ii. ATM must approve use of funding for future years. STM can be used for existing fund appropriation.
 - iii. Hugh asked if the money is required now vs. in May to cover the invoices. Adam said STM approval would assure timely payment of invoices; however, there is adequate money in the Housing Trust to cover the invoice. Susan Bak asked for clarification of the correct procedure description and noted that money would be transferred to the Trust with a grant agreement. (See email from J Barrett)

- c. Al Murphy indicated that Les Fox's recommended this CPA/Housing Trust article *not* be included in the February 24th STM which has been scheduled for the vocational school issue, Minuteman Tech. This STM is anticipated to be very time consuming for this agenda item and most attendees will be specifically attending for the school issue. Selina indicated that there will be three articles on the STM agenda with the Minuteman Tech article anticipated to be most time consuming.
- d. Rita pointed out that given the STM agenda, and, that the Housing Trust has adequate funding, this article could wait until May. Owen pointed out that this proposal would be taken as a STM article immediately preceding the ATM in May.
- e. Consensus: CPCom will not be recommending any warrant articles for STM

2. 2016 ATM proposed projects

- a. Owen noted of the seven projects, the Nature Play Space has been withdrawn at this time.
- b. The three proposals tabled at the last meeting for additional information were discussed and action taken as follows:
 - i. Regional Housing Services: (\$5,465). Ron Vogel moved and Dennis Reip seconded to submit and recommend a proposal to transfer \$5,465 of CPA funding to the Affordable Housing Trust for Year 3 of the Regional Housing Services at the 2016 STM, which is included within the May 2016 ATM. The motion also included a proposal to transfer \$6,000 of CPA funding to the Affordable Housing Trust for Year 4 of the Regional Housing Services at the May 2016 ATM. **VOTE:** unanimous.
 - ii. Boxborough Rental Voucher Program (\$26,280): Al Murphy spoke on the program. (see HO) Dennis Reip moved and Rita Grossman seconded to recommend the Rental Voucher Program for CPA funding at the STM in May preceding ATM. Hugh asked whether the hourly fee as noted for building inspection would be routine, or, would it be to cover if the Town's building inspector would be unable to carry out the inspections. Clarified this money set aside for funding inspections if Town's building inspector not available. CPCom is in favor of this proposal. Ron asked for clarification of CPCom role in recommending this article. Owen clarified that CPCom would discuss process for recommendations at next meeting. **VOTE:** unanimous.
 - iii. Basketball and Tennis Courts at Liberty Field (\$12K requested for a \$110K project): Mitzi Weil was not able to present this evening due to illness, however, did so through an email to Owen Neville with a revised amount for this proposal. Dennis Reip moved and Hugh Fortmiller seconded to recommend this proposal with the amended amount of \$5,500 for May's STM/ATM. The new amount will include: a hand drawn schematic plan (for review and approval), CD construction drawings with grading and site layout including three construction meetings with notes for review of the work and getting the contractor started. John Neyland clarified that there will be 1 tennis court 1 basketball court **VOTE:** unanimous.
- c. Owen Neville commented, and, general consensus that each proposal was well vetted and researched for this year's round. Hugh Fortmiller recommended that STM/ATM be used to educate the public about CPA.

- 3. **2015 Town Report submission:** CPC needs to produce a report for the Town Report. Plan to have this drafted for review by February 4th meeting. Owen Neville will begin working on a draft with Rita Grossman's and Adam Dushesneau's assistance.
- 4. **Committee officers' terms:** Owen Neville clarified that as an appointed board as of one year ago, technically the CPCom could elect new officers now. Hugh suggested that we get on the standard schedule coinciding with annual elections and Board of Selectmen appointments. Hugh pointed out that some of the CPCom members terms expire June 30th. After minimal discussion, consensus was that we continue with current officers through June 30th.

5. Additional discussion on Town Meeting preparation:

- a. Owen Neville recommended that the next meeting should be to review refined versions of the applications. Warrant closes on February 22nd for article scope and intent with final wording due approximately March 10th.
- b. Channing Wagg asked if applicant's need to do anything at the moment and Owen said CPCOM will get back to applicants about warrant articles and suggestions for TM preparation. Channing indicated that both the Housing Board and the Well Being committee will be prepared to speak for their proposals.
- c. Hugh asked if we need to write a supporting paragraph about why CPCOM recommends.
- d. Selina also questioned whether the CPCOM would have an additional live report to the Annual Report at the ATM. John Neyland thought doing a live report would be a good idea to educate the public. Selina suggested this include a financial summary prominently outlining how CPA funds have been spent, and, noting matching state funds.
- e. Susan Bak asked how the CPA articles were being presented, that is, all together or as separate articles. Clarified that like the town budget, could be one article. February agenda item will discuss how articles will be presented. Rita Grossman asked for a February agenda item on funding future land acquisitions.

6. **Next meetings:** Thursdays February 4th and March 3rd at 7:30 PM. Locations TBD.

Rita Grossman moved and Ron Vogel seconded to adjourn. **VOTE:** unanimous.

Meeting adjourned by Owen Neville at 8:24PM.

Respectfully submitted,
Rita Gibes Grossman, Clerk